

Delaware




Entered the Union 1787


Population (est. 1994):
706,000 Rank: 46/50

Land Area (square miles):
1,955
Rank: 49/50

State Historical Records Coordinator:

Howard P. Lowell, State Archivist and Records Administrator
Delaware Bureau of Archives and Records Management
Hall of Records, Dover, DE 19901
Telephone: (302) 739-5318
Internet: hlowell@kentnet.dtcc.edu

ARCHIVES AND RECORDS PROGRAM	FINANCES 
<p>State Archives Established: 1905</p> <p>State Records Management Initiated: 1943</p> <p>Archives and Records Management Placement Secretary of State, Division of Historical and Cultural Affairs, Bureau of Archives and Records Management (B/ARM)</p>	<p>Total State Govt Expenditures (1993): \$2,319,842,000 Rank: 45/50</p> <p>Total Budget, Archives and Records Management (FY 1994): \$1,146,100 Rank: 26/43</p> <p>See "Notes" section, below, for program elements included in budget and FTEs.</p> <p>Percent of Total State Expenditures Allocated to Archives and Records: 0.049 % Rank: 1/43 B/ARM funding has increased over last 2 years.</p>

STAFFING					
State Government FTEs (1992):				Number of Archives/Records FTEs per 1000 State FTEs:	
20,179			Rank: 43/50	1.54 Rank: 2/43	
Archives & Records FTEs (1994):				Average earnings for all full-time state employees	
Total	31*		Rank: 22/43	(Oct. 1992): \$ 29,556 per year	
General Administration	3			Salary ranges for entry level professionals	
Archives	8			Archivist \$16,832-25,248	
Records Mgt	17			Records Analyst \$20,618-30,926	
Local Government	3				

ACCESS TO RECORDS IN STATE ARCHIVES

Reference services provided (FY 1994)

Individual daily visits4,077

Mail requests1,896

Telephone requests1,417

Reference activity has increased over last 2 years.

Services provided free of charge:

Use of reference room

Answers to in-state and out-of-state mail requests

E-mail for receiving/responding to requests

Commercial use of documents/photos

cont.

Arrangement and description activities (FY 1994)

Records arranged and described169.36 cu. ft.
(8 series)

Descriptions of holdings are provided through:

Nonelectronic finding aids

available at State Archives describe 95% of the holdings at the record group and 50% at the series level.

Published finding aids

produced by State Archives describe 1% of holdings at record group and series level

cont.

Access to Records in State Archives, cont.**Reference services, cont.****Services provided for a fee:**

Photocopies and faxes of documents or finding aids
 Typed certified copies or exemplifications

No new fees have been initiated in last 2 years.

Arrangement and description, cont.

Automated finding aids accessible in-house describe
 95% of State Archives holdings at the record group and
 50 % at the series level

FACILITIES**State Archives Building**

(owned by B/ARM)

Constructed: 1939 Renovated: 1978
 Total storage capacity: ca. 7,000 cu. ft.
 Percent now occupied: 100%
 Already full to capacity
 Construction of new building
 planned (\$1.5 million "plans and
 specs" money in FY96 budget).

State Records Center (see column at right) is used to house
 66% of State Archives holdings (ca. 19,000 cu. ft.).

Existing environmental controls (no standards used):

100% year-round temperature controls
 100% year-round humidity controls
 100% fire detection
 44% fire suppression

State Records Center

(owned by B/ARM)

Constructed: 1969 Renovated: 1995
 Total storage capacity: 35,000 cu. ft.
 Percent now occupied: 100%
 Already full to capacity
 Construction of new building
 planned (\$1.5 million "plans and
 specs" money in FY96 budget).

A commercial records center is used to house 28% of
 records center holdings.

Existing environmental controls (no standards used):

100% year-round temperature controls
 100% year-round humidity controls
 100% fire detection
 6% fire suppression

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES**Technical assistance provided by (FY 1994):**

No. completed 1,920 (state agencies)
 756 (local govt officials)
 40 (nongovt repositories)
 No. of agencies served 190 (state agencies)
 60 (local govt officials)
 30 (nongovt repositories)

No. of local government units (1992):

3 counties 19 school districts
 57 municipalities 201 special districts

Services to state agencies, local governments, and nongovernment repositories:

Training and consultation/advice
 Publications
 Conservation/preservation
 Micrographics services

State Archives is mandated to accept original archival
 records from local governments

MICROGRAPHICS**Microfilming activities by B/ARM (FY 1994)**

Source document microfilming 3,361,787 images
 Processing 1,682 rolls
 Duplicating 1,988 rolls
 33,198 fiche

B/ARM provides centralized micrographics services for state
 and local government agencies.

B/ARM has experienced redox problems.

B/ARM stores security microfilm for state and local
 government agencies.

PRESERVATION POLICIES AND SERVICES**Preservation activities by B/ARM (FY 1994)**

1,000 sheets cleaned
 2 sheets deacidified
 2 sheets mended and encapsulated
 28 cu. ft. of materials rehoused

B/ARM has a written preservation plan and a written
 disaster plan.

B/ARM has a preservation officer but does not employ a
 trained, full-time conservator.

Delaware is developing a statewide disaster preparedness
 and recovery plan and has a disaster response team.

AUTOMATED APPLICATIONS**B/ARM uses automated applications for the following:**

Finding aids	Word Perfect, Plan Perfect, dBase, Alpha 4
Inventory control	3M Software on Bar Scan, dBase, Word Perfect, Alpha 4
Records scheduling	Word Perfect
Correspondence	Word Star, Word Perfect
Space management	dBase
Bookkeeping	Statewide Financial Management System, Word Perfect, Plan Perfect
Publications	Word Perfect

Electronic Mail

B/ARM staff can communicate within the agency and with other state government agencies through a government-wide e-mail system. Internet access is anticipated in early FY96.

NASIRE reports that Delaware has implemented a government-wide e-mail system.

ELECTRONIC RECORDS

B/ARM has an electronic records management program integrated with its regular program.

B/ARM has surveyed/inventoried and scheduled dispositions for electronic records.

B/ARM provides security storage for and has accessioned electronic records.

B/ARM hired an Information Policy and Technology Coordinator in February 1995.

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES**Definition of a record**

1988 statute
Includes electronic records.

Public's right to access to government records
provided in statute.

Restrictions to specific classes of records
provided in statutes, time limits vary (40-72 years for vital statistics).

Permanent paper standards
1988 statute, regulation

Optical imaging standards
1992 guidelines

Admissibility of microfilm

1943 statute

Admissibility of optical images

1992 guidelines

Admissibility of electronic records

1988 statute

Theft/defacement of a public record

1988 statute

Replevin

1988 statute

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES**Information Resources Management**

Assigned to Office Information Systems; B/ARM is not active in the state's IRM work.

Information Policy Coordination

Assigned to Advisory Committee to the Office of Information Systems in 1995 legislation.

Government Information Locator Service

No activity reported.

Electronic Access to Government Information and Services

NASIRE reports that electronic access to Delaware's government information and services is in the planning stages.

NGA reports that the Division of Corporations developed integrated imaging system to allow all personnel to access corporate filings and franchise tax requests directly from their workstations.

State Internet Information Server
<http://www.state.de.us>

Delaware Division of Libraries
<http://kentnet.dtcc.edu/>

SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS



Petition Drive for New State Archives Building
[NAGARA Clearinghouse, Winter 1995] **Local Government Records Grant Program**
[NAGARA Clearinghouse, Spring 1995] **Creation of "Friends" Group to Support the State Archives**
(May 1995) **General Schedule for Local Government Records Reissued**
[NAGARA Clearinghouse Summer 1995] **Restoration of 30 Years of Sound Recordings of Legislative Activities Began in FY94 Special One-Time Funding for Document Conservation**
\$20,000 each in FY95 and in FY96

SHRAB ACTIVITIES



Level I Planning Project completed and report issued
December 1994

FOR FURTHER INFORMATION



State Archives and Records Management
Howard P. Lowell, State Archivist and Records Administrator
Delaware Bureau of Archives and Records Management
Hall of Records, Dover, DE 19901
Telephone: (302) 739-5318 Fax: (302) 739-6710
Internet: gxbh67@prodigy.com or
hlowell@kentnet.dtcc.edu

Notes

Program elements and funding sources included in Archives and Records Management budget and FTE figures:

In addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the Delaware budget and personnel figures also cover

- service to local governments-centralized micrographics
- preservation microfilming-records preservation
- records center

The Delaware State Archives budget also covers a contract with a commercial records center for some records center storage.

In addition to appropriations, Delaware receives funds from fees for services or chargebacks.

Archives & Records FTEs: The FY1996 budget has added two FTEs, one in Records Management and one in Local Government, for a current total of 33.

Abbreviations/Acronyms

COM	Computer output microfilm
COSHR	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHR). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for COSHR report: Joanne Mattern, Deputy State Archivist, Delaware State Archives, Hall of Records, Dover, DE 19901. Telephone: (302) 739-5318.

Estimated State Population (July 1, 1994):
Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:
U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure
NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* (May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.